**Liberal Arts Council  
October 20, 2015**

Present: M. Aakhus, M. Dixon, J. deJong, S. Rode, I. Phillips, T. Schroer, S. Spencer, W. Rinks, O. Armeanu, H. Braysmith, J. Hardgrave, P. Raymond, D. Hitchcock, E. Wasserman, K. Oeth, R. Lutton, and D. Pellant

Absent: R. Rowland

Guest: C. Conaway

The meeting started at 9:02 a.m.

**I. Faculty Senate Promotion and Tenure Recommendations**

C. Conaway, Liberal Arts representative to the Faculty Senate, provided an update on the recommendations that the Faculty Senate is considering. He also addressed briefly the Senate’s timeline for acting upon these recommendations. Several chairs reported on discussions their departments have had on this matter. C. Conaway requested that chairs share with him any additional feedback from their departments and the will share these at the next meeting of the Faculty Senate.

**II. Certificate Program Development**

J. deJong reported on two meetings she has attended recently. The focus of the meetings has been the development of certificate programs and an examination of those that are offered currently. She had earlier compiled, with the assistance of chairs, a list of certificate programs that the College of Liberal Arts could consider developing. Certificate programs, she added, could be credit based or contact-hour based. The movement to develop these programs is designed to serve not only current students, but also will fill a need in the community. Several questions followed, including how and when these programs would be offered, and by whom. Other questions pertaining to financial and logistical considerations were raised. There was also discussion of the approval process for certificate programs and the assessment obligations for those delivering these programs. J. deJong noted that there is no obligation for a department to develop certificate program(s); she requested that chairs share her any additional ideas or questions.

**III. Curriculum Petition Process**

M. Dixon reviewed the college’s process for curriculum petition approval (see February 10, 2015 LAC Minutes), specifically whether departments should obtain a majority of faculty members’ approval electronically in Curriculog, or with signatures. Discussion followed, in which several chairs expressed a preference for obtaining signatures. M. Dixon will revise the college’s statement for chairs’ consideration at a future meeting. Once a revised procedure and policy is approved, it will be housed on the Liberal Arts Faculty web page under “Policies.”

**IV. IT Updates**

J. deJong circulated the agenda from an IT meeting she attended recently, specifically she informed chairs of several updates. General discussion followed, and J. deJong encouraged chairs to attend the IT Information Technology Town Hall on October 23, 1:30-2:30 in HP 1027.

**V. Department Table-Top Displays**

J. deJong shared the templates she has received for departmental table-top displays. She requested that chairs work directly with Creative and Print Services to develop their displays and to share with them any concerns they have about the template itself.

The meeting was adjourned at 10:35 a.m.